

Date: [Insert Date]

To: [Name of Law Enforcement Agency/Cybercrime Unit]
Department: [Department Name, e.g., Financial Crimes Division]
Address: [Full Address of the Agency]

Subject: Formal Report of Cybercrime and Electronic Fraud

Dear Officer in Charge,

I am writing to formally report an incident of electronic fraud and cybercrime committed against me. Below are the details regarding the incident:

1. Personal Details of the Victim:

Full Name: [Your Full Name]
ID/Passport Number: [Your ID Number]
Phone Number: [Your Phone Number]
Email Address: [Your Email Address]

2. Details of the Incident:

Date and Time of Occurrence: [Insert Date and Time]
Platform/Website Used: [e.g., Email, WhatsApp, Online Banking, Social Media]
Type of Fraud: [e.g., Phishing, Identity Theft, Unauthorized Wire Transfer, Investment Scam]

3. Details of the Suspect (if known):

Name/Alias: [Suspect Name]
Account Number/Crypto Wallet: [Information used by the suspect]
Phone Number/Email Used: [Suspect Contact Info]
IP Address/URL: [Any technical details available]

4. Financial Impact:

Total Amount Lost: [Currency and Amount]
Transaction Reference Numbers: [List IDs here]

5. Description of the Event:

[Provide a brief, chronological description of how the fraud occurred].

6. Attached Evidence:

I have attached the following documents to support this report:

- Screenshots of conversations/emails
- Bank statements or transaction receipts
- Any other relevant digital evidence

I request that your office investigates this matter and provides me with a formal case reference number for insurance and banking purposes.

Sincerely,

[Signature (if sending by post)]

[Your Full Name]